



CAMPUS CORRESPONDENCE

Date: September 17, 2009
To: Deans, Directors and Department Heads
From: Donna K. Torres, CPA
Associate Vice Chancellor for
Accounting and Financial Services
Subject: Changes to LaCarte Card Policies & Procedures

Handwritten signature of Donna K. Torres

several recommendations to mitigate risks related to the use of the LaCarte card.

Effective immediately, the following changes will be made to the LaCarte Card Program:

- All LaCarte entries must be approved by the departmental employee who holds final "Release Authority"
All purchases made via PayPal or another third party processor must be approved in advance by the cardholder's supervisor.
To aid in the approval process, a new AS form has been created - Form AS 100 "PayPal Documentation/Documentation of Approval" must be attached to any LaCarte entry that includes a PayPal transaction.

Please let me know if I can provide any additional information. I can be reached at 578-1623 or dtorres@lsu.edu.

Attachment

cc: Chancellor Michael Martin
Provost Astrid Merget
Jerry J. Baudin
Eric N. Monday
Vice Chancellors



Louisiana State University  
Office of Accounting Services  
Accounts Payable & Travel  
217 Thomas Boyd Hall

**PAYPAL TRANSACTION DOCUMENTATION & APPROVAL AS150**

Request Date \_\_\_\_\_

Department		
Contact		
Phone	Fax	E-mail

Name		
City	State	Zip

Vendor Name
Address
City


Total \*

\* A copy of the PayPal Transaction Detail must be attached.

I certify that the item(s) listed above is a legitimate University purchase